

# **Lindisfarne Methodist Church**

## *Room Hire Conditions*

### **Notice to users of Lindisfarne Community Centre**

This is a reminder from the management committee of Lindisfarne Centre to all groups using our building.

Please remember the following points

1. Your group is responsible for the setting up of the rooms. (Many items of furniture and equipment are available and you are welcome to use them but it is wise to let the office staff know in advance which items you may need)
2. Your group is expected to clean up after you have finished and to return any items of equipment and furniture to their storage areas. Please ensure that blue chairs returned to the back room are piled in such a way that access is still available to all cupboards. There is a vacuum cleaner, some brooms and a mop available if floor needs cleaning.
3. All functions must be finished by 11.30 pm, then any cleaning, and the alarm must be set by midnight, and the premises left.
4. Please do not leave the above tasks to the caretaker as this is not his/her job.
5. It is most important that the kitchen is left clean and tidy and items are not left out.
6. Rubbish may not be put in the yellow recycling or red wheelie bins outside the Multipurpose Room without prior permission from the office. Rubbish must be taken off the premises.
7. Any alcohol consumed is to be provided by hirer and removed from the site at the end of the hire period. (This includes all empties).

### **Tablecloths**

Tablecloths are available for hire when catering in the Lindisfarne Methodist Church and Community building.

### Conditions

1. The number of circular, rectangular or square tablecloths (green, blue and white) used must be noted and will be charged for at a rate of \$5.00 per item.
2. They must be left, folded, on the back bench in the centre kitchen for the management team to launder.
3. Any tablecloths not accounted for will be charged at \$5.00 each.
4. We would prefer that tea towels used should be left for laundering as well.

### **LINDISFARNE METHODIST COMMUNITY CENTRE**

Conditions of Hire of the Buildings at 22 Lindisfarne Street, Invercargill.

1. No smoking is allowed within the Buildings.
2. Keys to be returned to the Office during office hours on the next working day.
3. Any damage is to be reported to the Office or Property Committee. (Please note that Bond money may be used to make good any damage or to "clean up" if necessary)
4. Buildings must be made secure if hirer is the last group to leave the buildings.
5. If alcohol is involved – please obtain a copy of relevant conditions.
6. Trestle tables to be put away in store room unless otherwise advised.

## LINDISFARNE METHODIST COMMUNITY CENTRE – ALCOHOL POLICY

### Consumption of Alcohol

The consumption of alcohol on the above premises is permitted at the discretion of the Centre Management Committee, subject to the following conditions: -

1. Consumption of alcohol is to be in conjunction with activities which include the eating of a meal, a tea or supper.
2. Alcohol is to be in bottles/cans or cardboard casks (i.e., no kegs or mini tanker)
3. All alcohol is to be provided by hirer and removed from the site at the end of the hire period. (This includes all empties).
4. Any spillage to be cleaned up immediately.
5. Special conditions may apply to regular hirers.

### Equipment etc available for use

Item	Approx. No.	Comment
Glasses	56 approx.	A selection of various shapes and sizes.
Tea towels	A few	Must clean and return – better to bring your own.
Table cloths	A few	Must clean and return – better to bring your own – various sizes/colours.
Bowls	20 approx.	A selection of various shapes and sizes.
Round Tables	13	Seat 8 comfortably.
Trestle Tables		
Small Black Tables	10	Seat 2/3 (e.g., for having cup of tea)
Other Tables	6	Small/medium/large
Roasting Dishes	20 approx.	
Various Utensils		E.g., fish slice, soup ladle, tongs, knives
Chopping Boards	several	
Blue Chairs	About 80	Kept in back storeroom and M/P rooms.
Pink Chairs	160 approx.	110 in Auditorium, 10 with arm rests, 40 in lounge.
Main plates	111 approx.	All same size.
Side plates	112 approx.	All same size.
Dessert bowls	126 approx.	All same size.
Saucers	175 approx.	All same size.
White cups	143 approx.	Small white cups
Coffee cups	80 approx.	Green / brown acoroc coffee mugs
Knives	79 approx.	65 of one kind, 14 various kinds
Forks	84 approx.	67 of one kind, 17 various kinds
Soup spoons	3	Need to hire own.
Dessert spoons	88 approx.	62 of one kind, 26 various kinds
Teaspoons	36	
Jugs	20 approx.	Glass / plastic / metal
Tea / hot water jugs	4	Large

To make a booking or for further information please [Contact Us](#)